

Suffolk County Board of Ethics
Suffolk County, New York

Minutes of Meeting Held on
April 10, 2013
Office of the Board of Ethics
335 Yaphank Avenue, Yaphank, New York 11980

Meeting: Board members present: Robin Long, Thomas Isles, Richard Halverson and Linda Spahr. Heather Palmore arrived at 6:05 p.m. Staff present: Samantha Segal, Executive Director and Darlene Kurrass, taking minutes.

Roll Call: The meeting was called to order at 6:00 p.m. by Chair, Robin Long. A roll call was conducted and a quorum was present.

Adoption of Agenda: At 6:01 p.m. a motion was made by Thomas Isles, seconded by Richard Halverson, to adopt the agenda. Upon a vote being taken motion was approved. (4-0-0)

Adoption of Minutes: At 6:01 p.m. a motion was made by Linda Spahr, seconded by Thomas Isles, to adopt the minutes of the March 27, 2013 meeting. Upon a vote being taken motion was approved. (4-0-0)

Public Session: At 6:03 p.m. Robin Long opened Public Session. No members of the public were present and no written testimony was submitted. At 6:03 p.m. Robin Long closed public session.

In the event a member of the public should arrive, Robin Long will reopen the public session.

Chair Report: Robin Long discussed a meeting with the County Attorney, and Samantha Segal, Executive Director, at which they sought clarification of the scope of legal representation that the County Attorney provides to the Suffolk County Board of Ethics, its' employees, and board members. The County Attorney will meet with the Counsel to the Legislature and the County Executive to further discuss the inquiry.

The Board discussed possible legislative topics for 2013 and 2014.

Executive Director Report: Samantha Segal initiated a discussion pertaining to Local Public Authorities and whether they are required to file Financial Disclosure Statement with the Suffolk County Board of Ethics. Further research will be conducted by the Executive Director on this topic.

The Board reviewed the following forms and procedures:

- Addendum to Financial Disclosure Statement,
- Extension Application for Financial Disclosure Statement,
- Procedure for Submitting Freedom of Information (FOIL) Request (s) (Access to Public Records),
- Application for Access to Public Records (FOIL Request),
- Receipt for Payment of Freedom of Information Law Fees (FOIL Fees Receipt),
- Legislator Recusal Form,
- Recusal Form,
- Notice of Violation (under §77-10 of the Suffolk County Code "Persons required to file Financial Disclosure Statement").

At 6:48 p.m. the Board approved the above referenced forms and procedure, in substance, as amended.

The Board reviewed the following form and affidavit:

- Adjudication By Mail Procedure,
- Affidavit in Support of Adjudication By Mail.

At 7:22 p.m. a motion was made by Linda Spahr, seconded by Richard Halverson to accept the Adjudication By Mail Procedure and Affidavit in Support of Adjudication By Mail as amended. Upon a vote being taken motion was approved. (5-0-0)

The Board reviewed the drafted Rules, Regulations and Procedures of the Suffolk County Board of Ethics. At 7:52 p.m. a motion was made by Thomas Isles, seconded by Richard Halverson to accept the Rules, Regulations and Procedures of the Suffolk County Board of Ethics, as amended, as Resolution Number 008-2013. Upon a vote being taken motion was approved. (5-0-0)

Executive Session: At 7:53 p.m. a motion was made by Heather Palmore, seconded by Linda Spahr to go into Executive Session to discuss confidential matters pertaining to Advisory Opinions and Complaints pursuant to § 105 (D) and (F) of the New York State Open Meetings Law. Upon a vote being taken motion was approved. (5-0-0)

During Executive Session, the Board discussed:

- C-003-2013,
- AO-2013-2,
- AO-2013-3, (4-0-0), pending Chair signature,
- AO-2013-4.

At 8:20 p.m. Heather Palmore left the meeting.

At 9:05 p.m. a motion was made by Linda Spahr, seconded by Richard Halverson to leave Executive Session. Upon a vote being taken motion was approved. (4-0-0)

New Business: The Board asked the Executive Director to prepare a plan for ensuring security for filing electronic Financial Disclosure Statements including a comprehensive security review by an outside expert.

Training Schedule, tabled.

The next meeting of the Board will be held on April 24, 2013 at 6:00 p.m.

There being no further business, a motion was made by Linda Spahr, seconded by Thomas Isles to adjourn the meeting. Upon a vote being taken the motion was approved. (4-0-0) (9:07 p.m.)